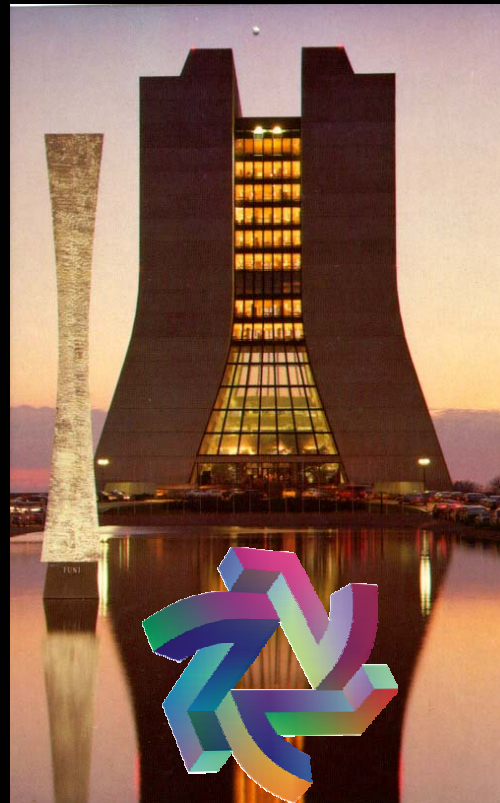




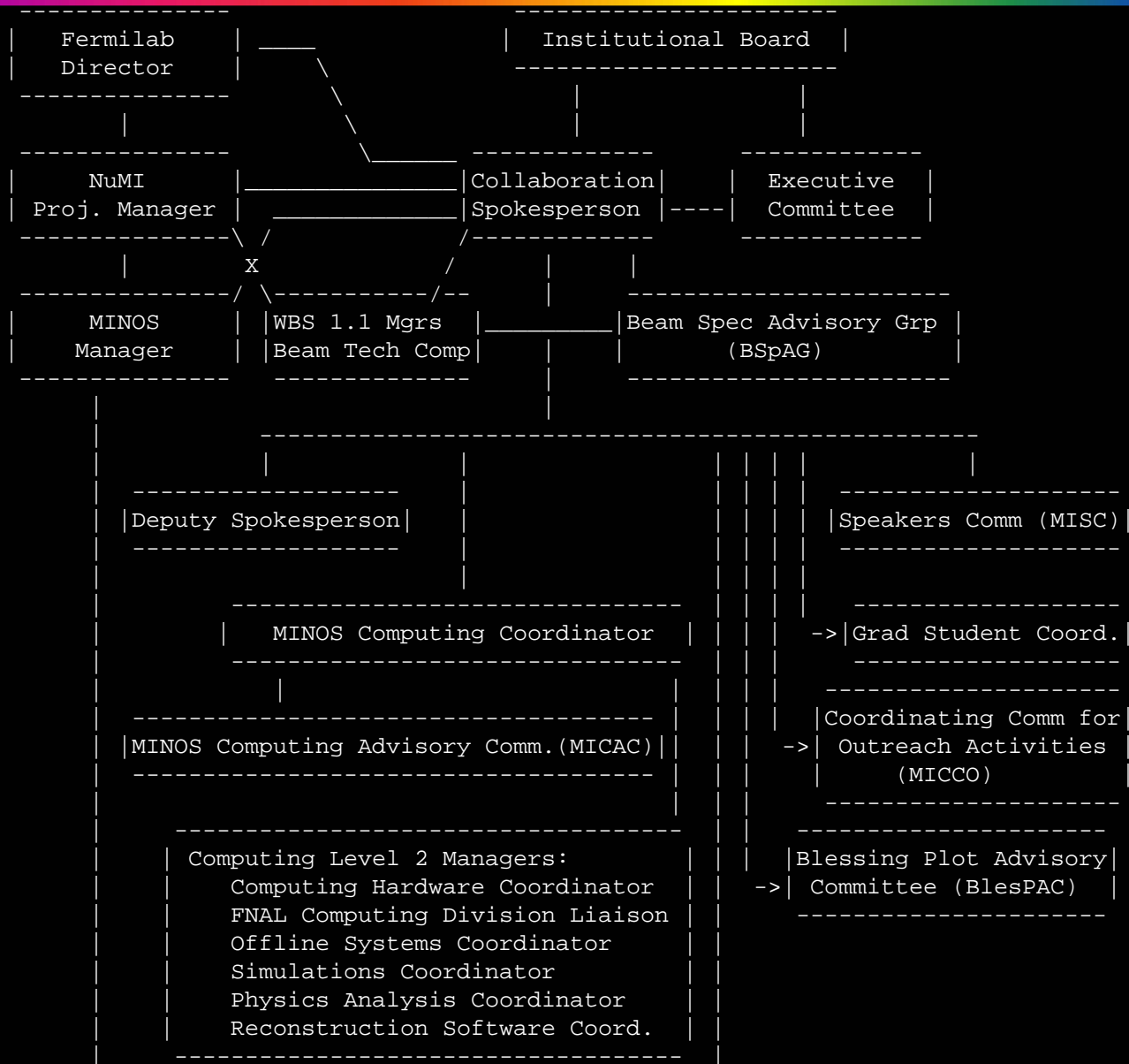
The MINOS Institutional Board



Karol Lang, The MINOS Institutional Board meeting, Caltech, January 5, 2002



A. Organization Chart:



Executive Committee



From the MINOS Bylaws (a full text can be found at
<http://www.hep.utexas.edu/minos/IB/bylaws/revision3.6/>):

....

Article 3

Executive Committee

The Executive Committee (EC) sets scientific and technical policy for MINOS. The EC establishes procedures for making technical choices, e.g. creating technical panels. The Spokesman serves as the EC Chair. Three members of the EC are chosen each year for a three-year term. The election procedure is as follows. Members of the Institutional Board each submit three names by secret ballot. A nominee is considered nominated if she or he receives at least two votes. This is followed by a closed vote among the six (plus ties) nominees with the most votes. (If there are fewer than six nominees, all are on the ballot.) Each IB member votes for three nominees. The three highest vote getters are declared elected. This procedure does not include a vote from the Chair of the I.B. unless such a vote is necessary to break a tie. (The Chair can vote for up to three nominees, if necessary, to break ties.) The EC size was originally ten members, including six elected and four ex-officio members. The election procedure outlined above is intended to increase the number of elected members to nine in 2002. Ex-officio members of the EC are the Spokesperson, Deputy Spokesperson, NuMI Project Manager and MINOS Manager. If a member of the EC resigns or becomes unable to fulfill his duties, there will be a special election at the next IB meeting to fill the vacancy.

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IB actions (elections)



- IB Chair election:
- P. Litchfield
- Executive Committee election:
- J. Nelson
- J. Thomas
- J. Urheim

Executive Committee



from <http://home.fnal.gov/~ayres/minos01org.txt>

Executive Committee (ExCom)

(Terms of office:)

Stan Wojcicki (Spokesperson, Chair)	(1995-2003)
Dave Ayres (Deputy Spokesperson)	(1995-2003)
Aesook Byon-Wagner (MINOS Manager)	(no fixed term)
Greg Bock (NuMI Project Manager)	(no fixed term)
Gary Feldman	(2000-2002)
Karol Lang	(2000-2002)
Peter Litchfield (Secretary)	(1995-7, 1998-2000, 2001-3)
Doug Michael	(1995-7, 1998-2000, 2001-3)
Jim Musser	(2000-2002)
Jeff Nelson	(2002-2004)
Rob Plunkett	(2001-2003)
Jenny Thomas	(1995, 1996-8, 1999-2001, 2002-2004)
Jon Urheim	(2002-2004)

MAC charge



The charge to MAC is enclosed below. The committee feels that they have addressed the first charge and would propose to have a final discussion on the proposal which can be found at:

http://www.cithec.caltech.edu/~michael/mac/minos_authors_draft1.txt

The charge to MAC is:

...

The following people have agreed to serve on this committee:

Debbie Harris, Sacha Kopp, Lynn Miller, Rob Morse, Jeff Nelson, Jack Schneps, Alfons Weber, Stan Wojcicki, and Doug Michael, who has kindly agreed to chair this MINOS Authorship Committee (MAC).

The charge to MAC is:

- 1) **Propose a simple set of rules, conditions, criteria, and guidelines for authorship on MINOS publications.** More specifically, the Committee will formulate bylaws which would identify various categories of papers (e.g., in physics journals, in technical journals, in conference proceedings, in popular journals, etc.), criteria for authorship, the order of authors, inclusion of technical experts, acknowledgements, and other issues which would help to assure that MINOS publications give fair credits to all contributors.
- 2) **Define the framework and/or procedures for the approval process of MINOS publications to assure proper scrutiny of their scientific contents.** The ultimate goal, which these rules should help realize, would be the highest quality of all MINOS publications.

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IB actions (MAC)



- MAC (MINOS Authorship Committee), D. Michael, Chair
 - > Read it
http://www.cithec.caltech.edu/~michael/mac/minos_authors_draft1.txt
 - > Send comments to MAC

FutMIL charge



Austin, August 30, 2001

Dear Jenny, Barry, Marvin, Jim, Rob, and Robert,

Thank you very much for agreeing to serve on The Committee on the Future of MINOS Leadership (FutMIL for short). As most of you know by now the membership of FutMIL is: Jenny Thomas, Chair, Barry Barish, Marvin Marshak, Jim Musser, Rob Plunkett, and Robert Hatcher. Following our earlier discussions at the IB, the specific charge to the Committee is the following:

The Committee will extensively poll the MINOS Collaboration on the broad issues of the MINOS leadership. In view of the prolonged schedule and the long-awaited transition from construction to the data collection and analysis stage of the experiment, it may be healthy to examine the current leadership structure and perhaps propose changes to best serve the Collaboration in the future. FutMIL will make specific recommendations on how the leadership structure of the MINOS Collaboration should evolve in the future to maximize MINOS physics output and its impact and visibility world-wide.

The committee will submit by December 15, 2001, an interim report which will be discussed by the IB at the January, 2002, Collaboration meeting. The final FutMIL recommendations, taking into account all the relevant discussions within the IB and the MINOS Collaboration, will be submitted to the Chair of the IB before the Spring 2002 Collaboration meeting.

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IB actions (FutMIL)



- FutMIL Committee (Future of MINOS Leadership), J. Thomas, Chair
- Recommendations:
 - > After “extensive consultations” concludes that “now is a good time to augment the leadership” of MINOS
 - > Co-spokespersonship is a preferred option
 - > 3-year term (interleaved elections)
 - > Election: nominations from the entire Collaboration, voting by IB
 - > Timescale: June
 - > In two years retire the “spokespersonship” title